



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

LOCAL GOVERNMENT BRANCH MANAGER

Job Number: 20001603

Job Code: 82790V000101

Job Group: 8200 - ECONOMIC DEVELOPMENT

Job Established: 01/16/1990

Job Revised: 02/24/2006

Grade: 16 Salary (MIN - MID):

\$21,870-\$28,972 - Hourly

\$3,553.88-\$4,707.96 - 37.5 Hr. Monthly Salary

\$3,790.80-\$5,021.82 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Manages all activities, programs and services for a branch in the Department of Local Government which provides consultative services, grant administration, distribution of funds, project administration or technical and advisory assistance to local governments; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

Graduate of a college or university with a bachelor's degree.

EXPERIENCE:

Must have five years of administrative experience in business, industry, or with the federal, state or local government of which three years must have been in the provision of consultative services to local governmental units.

Substitute EDUCATION for EXPERIENCE:

Graduate study will substitute for the general experience up to a maximum of two years.

Substitute EXPERIENCE for EDUCATION:

Experience in research, statistics, economics or a related field will substitute for the required college on a year-for-year basis.

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

NONE

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Interprets, applies and enforces departmental rules, regulations and policies. Participates in the promulgation, development and/or revision of regulations and policies relating to a specific program(s). Develops guidelines and procedures for uniform accounting and/or program and project application and reporting. Supervises, trains and evaluates performance of professional employees performing a variety of duties relating to technical and advisory assistance to local governments, area development districts and other state agencies, including project and budget monitoring. Corresponds with local, state and federal government officials and area development districts. Conducts special research and projects. Presents projects to and before the Governor. Makes public presentations concerning statutory and regulatory program requirements. Conducts training programs for local officials on statutory duties, submittal of project applications and of proper federal, state and project reporting requirements. Serves on rating panels for the selection of project/program grantees.

UNIQUE PHYSICAL REQUIREMENTS:

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Work typically involves extensive contact with the public. Travel may be required.

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.